

**BYLAWS
OF THE
WORLD FEDERATION OF
NEUROSURGICAL SOCIETIES
December 5, 2023**

Incorporated in The Hague, The Netherlands
(I July 1987; Number V 411 496)

Adopted Originally - 1957 – Brussels

- Amended 1961 – Washington D.C.
- Amended 1965 – Copenhagen
- Amended 1971 – Prague
- Amended 1973 – Tokyo
- Amended 1975 – Oxford
- Amended 1977 – Sao Paulo
- Amended 1981 – Munich
- Amended 1985 – Toronto
- Amended 1989 – New Delhi
- Amended 1993 – Acapulco
- Amended 1995 – Berlin
- Amended 1997 – Amsterdam
- Amended 2000 – San Francisco
- Amended 2001 – Sydney
- Amended 2003 – Lisbon
- Amended 2005 – Marrakech
- Amended 2011 – Recife
- Amended 2013 – Seoul
- Amended 2015 – Rome
- Amended 2017 – Istanbul
- Amended 2019 – Beijing
- Amended 2021-Milan, Italy
- Amended 2022: Bogota

ARTICLE I - NAME

This organization shall be known as the WORLD FEDERATION OF NEUROSURGICAL SOCIETIES (hereafter designated as the Federation or WFNS).

ARTICLE II - MISSION AND PURPOSE

Section 1 ***Mission and Purpose***

The mission statement of this Federation shall be: “The Federation and its member societies shall promote global improvement in neurosurgical care, training and research to benefit our patients.”

The purpose of this Federation shall be the advancement of neurological surgery in all of its aspects by:

- A. facilitating the personal association of neurological surgeons throughout the world,
- B. aiding in the exchange and dissemination of knowledge and ideas in the field of neurological surgery,
- C. encouraging research in neurological surgery and in allied sciences,
- D. addressing issues of neurosurgical demography, and

- E. promoting, implementing and improving minimum and higher standards of neurosurgical care and training worldwide.

Section 2 ***Means of Achieving Purposes***

A primary means of achieving these purposes shall be the holding of an International Congress of Neurological Surgery (hereafter designated as the "World Congress" or "Congress"), at an interval to be determined at the discretion of the Executive Committee.

Arrangements may be made for related scientific groups to participate in these meetings whenever the Federation deems that such participation may contribute to the purposes stated in the Constitution and repeated in these By-laws.

Section 3 ***Other Activities***

The Federation may engage in such other activities as are appropriate to its purpose at the discretion of the Executive Committee. The Federation may embark on the establishment of specific Foundations to accomplish its purpose.

Section 4 ***Tax-exempt Status***

The Federation is a non-profit making organization.

ARTICLE III - MEMBERS; APPLICATION FOR MEMBERSHIP OR AFFILIATION

Section 1 ***Organizational Composition***

The Federation shall be composed of the following types of member and affiliate member organizations each of which shall be represented by delegates or observers as provided in Article VI:

- A. Continental associations of neurosurgical societies from Africa, Asia and Australasia, Europe, North, Central and South America
- 1) The Continental Association of African Neurosurgical Societies (C.A.A.N.S.) for Societies of Africa
 - 2) The Asian and Australasian Society of Neurological Surgeons (A.A.S.N.S.) for Societies of Asia and Australasia
 - 3) The European Association of Neurosurgical Societies (E.A.N.S.) for Societies of Europe, the former Union of Soviet Socialist Republics (U.S.S.R.), Israel and Countries of the Middle East.
 - 4) The American Association of Neurological Surgeons (A.A.N.S.) for North America (Canada, Caribbean, and United States of America)
 - 5) The Latin American Federation of Societies of Neurological Surgery (F.L.A.N.C.) for Societies of Central America, Mexico and South America
- B. National, regional and multinational general neurosurgical societies, or neurosurgical sections of national neurological societies
- 1.Asian-Australasian Society of Neurological Surgeons (Continental Org.)
 - 2.Association of Neurosurgical Societies of Africa (ANSA)
 - 3.African Federation of Neurosurgical Societies (AFNS)
 - 4.Neurosurgical Society of Australasia
 - 5.Algerian Society of Neurosurgery
 - 6.American Association of Neurological Surgeons (Continental)
 - 7.American Academy of Neurological Surgery
 - 8.Neurosurgical Society of America
 - 9.Argentine Association of Neurosurgery

- 10.Armenian Neurosurgical Association
- 11.Asian Congress of Neurological Surgeons
- 12.Austrian Society of Neurosurgery
- 13.Bangladesh Society of Neurosurgeons
- 14.Belgian Society of Neurosurgery
- 15.Bolivian Society of Neurosurgeons
- 16.Brazilian Academy of Neurosurgery
- 17.Brazilian Society of Neurosurgery
- 18.Society of British Neurological Surgeons
- 19.Bulgarian Society of Neurosurgery
- 20.Canadian Neurosurgical Society
- 21.Caribbean Association of Neurological Surgeons
- 22.ASOCAN (Assoc. of Central American Soc. of Neurosurgery)
- 23.Central European Neurosurgical Society
- 24.Chinese Congress of neurological Surgeons
- 25.Chinese Neurosurgical Society
- 26.Chilean Society of Neurosurgery
- 27.Congress of Neurological Surgeons
- 28.Colombian Association of Neurosurgery
- 29.Costa Rican Association of Neurosurgeons
- 30.Croatian Neurosurgical Society
- 31.Czech Neurosurgical Society
- 32.Neurosurgical Section of the Dominican Society of Neurology and Neurosurgery
- 33.Ecuadorian Neurosurgical Society
- 34.Egyptian Society of Neurological Surgeons
- 35.Neurosurgical Association of El Salvador
- 36.Emirates Neuroscience Society
- 37.European Assoc. of Neurosurgical Societies (EANS) (Continental Org.)
- 38.Finnish Neurosurgical Society
- 39.Academy of Filipino Neurosurgeons
- 40.Latin American Federation of Societies of Neurological Surgery (FLANC) (Continental Org.)
- 41.French Society of Neurosurgery
- 42.French-Speaking Society of Neurosurgery
- 43.German Academy of Neurosurgery
- 44.German Society of Neurosurgery
- 45.Georgian Neurosurgical Society
- 46.Gulf Neurosurgical Society
- 47.Hellenic Neurosurgical Society
- 48.Neurosurgical Society of Honduras
- 49.Hong Kong Neurosurgical Society
- 50.Hungarian Neurosurgical Society
- 51.Neurosurgical Section of the Neurological Society of India
- 52.Indonesian Neurosurgical Society
- 53.Neurosurgical Society of Iran
- 54.Israel Neurosurgical Society
- 55.Italian Society of Neurosurgery
- 56.Japan Neurosurgical Society
- 57.Japanese Congress of Neurological Surgeons
- 58.Society of Jordanian Neurological Surgeons

59. Kuwait Society of Neurological Surgeons (KSNS)
60. Kyrgyz Neurosurgical Society
61. Latvian Association of Neurosurgeons
62. Lebanese Society of Neurosurgery
63. World Association of Lebanese Neurosurgeons
64. Lithuanian Neurosurgical Society
65. Libyan Assoc. of Psychiatry, Neurology & Neurosurgery
66. Macedonian Society of Neurosurgeons
67. Neurosurgical Association of Malaysia
68. Mexican Society of Neurological Surgery
69. Middle East Neurosurgical Society
70. Association of Neurosurgeons of Moldova
71. Mongolian Neurosurgical Society
72. Moroccan Society of Neurosurgery
73. Nepalese Society of Neurosurgery
74. Netherlands Society for Neurosurgery
75. Neurosurgical Society of Vietnam
76. Norwegian Neurosurgical Society
77. Pakistan Society of Neurosurgeons
78. Panamanian Society of Neurosurgery
79. Paraguayan Society of Neurosurgery
80. Neurosurgical Section of the Pan African Association of Neurological Sciences (PAANS) (Continental Org.)
81. Pan Arab Neurosurgical Society
82. Peruvian Society of Neurosurgery
83. Polish Society of Neurosurgeons
84. Portuguese Neurosurgical Society
85. Romanian Society of Neurosurgery
86. Association of Neurosurgeons of Russia
87. Saudi Neurosurgical Society
88. Serbian Neurosurgical Society
89. Clinical Neuroscience Society of Singapore
90. Slovak Neurosurgical Society
91. Slovenian Neurosurgical Society
92. The Society of Neurosurgeons of South Africa
93. South Cone Society of Neurological Surgeons
94. The Society of Neurological Surgeons
95. Spanish Society of Neurosurgery
96. Swedish Society of Neurosurgery
97. Swiss Society of Neurosurgery
98. Syrian Society of Neurological Surgery
99. Taiwan Neurosurgical Society
100. Neurosurgical Association of Thailand
101. Tunisian Society of Neurosurgeons
102. Turkish Neurosurgical Society
103. Ukrainian Association of Neurosurgeons
104. Uruguayan Society of Neurosurgery
105. Uzbekistan Society of Neurosurgery
106. Venezuelan Society of Neurosurgery
107. Yemeni Neurological Surgeons Society
108. Korean Neurosurgical Society
109. Myanmar Neurosurgical Society
110. Cambodia Neurosurgical Society

- 111. Southeast Europe Neurosurgical Society (SeENS)
- 112. Palestinian Neurosurgical Society
- 113. Qatar Society of Neurosurgeons
- 114. The Mediterranean Association of Neurological Surgeons (MANS)
- 115. Society of Ethiopian Neurological Surgery Professionals (SENS)
- 116. Association of Neurosurgeons in Bosnia and Herzegovina (UNUBIH)

- C. Affiliate organizations are small neurosurgical societies having less than twenty (20) and more than five (5) neurological surgeons as members, or are neurosurgical or other societies that are unable to fulfill the other requirements of regular membership:
- 1) Afghan Society of Neurosurgery
 - 2) Albanian Society of Neurosurgery
 - 3) Kosova Neurosurgical Society
 - 4) Neurosurgical Section of the Association of Neurological Sciences of Ethiopia
 - 5) Neurosurgical Section of the Nigerian Society of Neurological Sciences
 - 6) Neurosurgical Society of East and Central Africa
 - 7) Neurosurgical Society of Madagascar
 - 8) Somali Society of Neurological Science (SSNS)
 - 9) Mauritanienne Society of Neurosurgery (SOMANE)
- D. Other Organizations: Neurosurgical, neuroscience and other organizations may become members or affiliate member organizations of the Federation as provided in Section 2.

The names of the newly voted Member Societies will be listed in Article III, Section 1B and/or 1C

Section 2 ***Application for Membership or Affiliate Membership***

- A. Applications for membership shall be sent to the Secretary of the Federation at least six months before the executive committee meeting, at which time the application will be considered and will contain
- 1) A copy of the constitution of the society,
 - 2) A statement of its qualifications for membership, and
 - 3) A list of the officers and members
- B. The application, when complete, shall be reviewed by the continental organization to which the applicant belongs geographically or politically, and, thereafter, shall be considered by the Administrative Council. Their respective recommendations shall be submitted to the Executive Committee for decision at its next meeting.
- C. Continental/Regional organizations upon recommendation of the Administrative Council may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the organization is truly international and representative of a broad geographical or political area. The Continental/Regional organizations should be primarily concerned with the general aspects of neurosurgery. A member organization can belong to only one (1) Continental or Regional organization that includes it geographically or politically.
- D. Neurosurgical societies may be elected as members of the Federation by a two-thirds (2/3) affirmative vote of the members of the Executive Committee, present and voting, provided that the society being considered for membership is truly national, regional, or multinational in scope and is composed of twenty (20) or more neurosurgical members.
- E. Additional societies from any given country already represented in the Federation may apply for

membership providing that the total roster of neurosurgeons in the given country is above one thousand (1.000) and the applicant society is formed by a minimum of one hundred (100) active members. When accepted for membership in the Federation by the Executive Committee, the new society will pay membership dues for all its members independently of whether or not any of its members already belongs to other Federation member society paying membership dues on his/her behalf.

- F. Newly elected societies may seat voting delegates at the Executive Committee meeting as soon as they are elected.
- G. A Society that has not paid its dues for two consecutive calendar years will be sent a warning by the Federation Treasurer that a third year of non-payment will result in change to affiliate status. If the dues are not paid by the end of the third year, the member Society will automatically be changed to affiliate status until all payments are made in full.

ARTICLE IV- INDIVIDUAL MEMBERS OF THE WORLD CONGRESS

Section 1 Attendance

Attendance at the meetings of the Congress shall be limited to neurological surgeons and other interested persons who become individual Members of that Congress.

Section 2 Requirements for Membership of Individual Neurological Surgeons

Individual Membership in the Congress shall be available to neurological surgeons throughout the world who fulfill the following requirements:

- A. Pay registration fees as shall be determined by the Executive Committee, and are individual members of one of the member or affiliate member societies of the Federation, or
- B. Reside in a country represented by one of the member or affiliate societies of the Federation, are not individual members of that society, but are nominated by that society or that continental organization for Membership in the Congress, pay their dues and registration fees, and who are elected to Membership by the Membership committee, or
- C. Reside in a country not represented by a member or affiliate society, but apply to the Secretary of the Federation, pay their dues and registration fees, and who are elected to Membership by the Membership Committee.

Section 3 Requirements for Membership of Other Individuals

Other individuals interested in neurological surgery, upon application to the Secretary of the Federation and upon payment of registration fees, may be elected to Membership in the World Congress with the approval of and at the discretion of the Administrative Council.

ARTICLE V - OFFICERS; QUALIFICATIONS, ELECTION, TERMS, DUTIES

Section 1 Officers

There shall be elected officers of the Federation and of the World Congress

- A. Officers of the Federation
 1. Honorary Presidents (Honorary Officers)
 2. President
 3. First Vice-President
 4. Past President
 5. President-Elect
 6. Second Vice-Presidents to represent each of the five (5) continental

organizations

7. Secretary
8. Assistant Secretary
9. Treasurer
10. Assistant Treasurer
11. Historian

B. Officers of the World Congress

1. President
2. Vice-President
3. Second Vice-President
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Assistant Treasurer
8. Scientific Program Director
9. President of the Hosting Association
10. Vice-President or Secretary of the Hosting Association

C. The number of offices and/or officers of the Federation and of the Congress shall change as may be provided in Articles V and VI of these Bylaws.

Section 2 *General Qualifications of Officers*

All officers of the Federation and of the Congress at the time of their election shall be active neurological surgeons of one of the societies with full membership in the Federation and who have not reached their sixty-ninth (69th) birthday at the time of their election or re-election. These requirements do not apply to neurological surgeons being considered for election as Honorary President or as Historian.

Every candidate being considered for the position of Officer of the Federation, except for Honorary Presidents and Historian, shall fulfill, additionally, the following conditions in order to be vetted by the Nominating Committee:

- a) Provide letters of support from at least five (5) voting member societies from two (2) continents
- b) Provide letters of support from two (2) neurosurgical peers from his/her country, confirming good local and national standing.
- c) Provide letters of support from the Head of the Neurosurgical Department where the candidate has an appointment and/or the Chief of the Hospital where the candidate practices, confirming that the candidate is currently clinically active in the practice of Neurosurgery.
- d) Provide a complete Curriculum Vitae.
- e) Provide a self-declaration document indicating that he/she has not been convicted of any serious illegal activities or engaged in unethical behavior.

No neurological surgeon shall be elected or appointed to more than one office except as otherwise provided. Officers may also chair a committee, however. To adhere to the principle that one person only gets one vote, no officer of the Federation shall also vote as a delegate to the Executive Committee.

Section 3 *Election of Officers, Terms, and Duties*

- A. With respect to what constitutes a majority in the election of the officers of the Federation and of the Congress, the following will apply:
 - a. In the case of all candidates for officer positions, except for President-Elect and Honorary Presidents, the candidate who wins the largest percentage of votes (even if less than fifty percent (50%)) of the members of the Executive Committee present and voting during the meeting, after the ballot is considered the winner.
 - b. The President-Elect shall be elected with an affirmative majority (half plus one (1/2 +1)) vote of the members of the Executive Committee, present and voting during the meeting.

All new officers shall assume office at the close of the Congress and shall serve for two (2) years, until a successor takes office.

All outgoing officers and committee chairpersons shall prepare and deliver in writing to their successors transition information, documents and committee protocols on or before the close of the Executive Committee Meeting at which their successor is elected or appointed to facilitate the ongoing activities of the Federation and Congress. It is the responsibility of the outgoing Co-coordinator of Committee Activities of the Federation to be sure this is done.

The Officers of the Federation and of the Congress shall serve concurrently with the President of the Federation, unless otherwise provided for in these Bylaws.

The President, first Vice-President and Second Vice-Presidents of the Federation may not be re-elected to the same office for an immediately successive or subsequent term. The other officers of the Federation may be re-elected to the same office for a maximum of one (1) term, which must be immediately consecutive, as long as the eligibility criteria for their election, as determined by the Nominating Committee, are still valid.

B. Officers of the Federation

1) Honorary presidents

For outstanding personal and professional service in the specific activities of the Federation which lead to the successful achievement of the Federation's high purpose the Nominating Committee or members of the Executive Committee may propose neurological surgeons as candidates for election as Honorary President. The Nominating Committee shall establish criteria and guidelines to be utilized in identifying and considering such potential nominees. In addition to the immediate past President of the Federation and of the World Congress, a maximum of one other candidate, who is usually elected to Honorary President status, can be elected every two years. The election will take place during a World Congress.

With an affirmative vote by two-thirds (2/3) of the members of the Executive Committee, present and voting, a candidate may be elected as an Honorary President. In the event of multiple candidates for the available position a first round ballot is conducted to select one candidate with the most votes. A second-round ballot is then conducted for the one remaining candidate who will require a two-thirds (2/3) majority vote to be declared the winner. There is no limit to the number of times a candidate can be nominated for the position of Honorary President.

All Honorary Presidents shall serve for life. Honorary Presidents may attend and participate in the meetings of the Executive Committee at any time in their lifetime. They may be elected as Historian or appointed as Parliamentarian but may hold no other office. At the discretion of the President, they may serve on committees other than the Nominating Committee and the Administrative Council.

Honorary Presidents who are elected and/ or acquire the title beginning with the World Congress of the year 2023 and for all subsequent world congresses, will enjoy time limited voting rights during meetings of the executive committee. They are eligible to vote immediately after their election in any meeting of the Executive Committee of the World Congress where their election takes place, in addition to three additional consecutive Congresses, and and the Executive Committee meeting that takes place within that time period, for a total time span of four consecutive Congresses and no other Congresses after that.

With respect to honorary presidents who are elected at the 2021 World Congress or have been elected and/ or acquired the title of any of the prior Interim or World congresses, they will continue to be eligible to vote at any World Congress or Executive Committee meeting until the end of the 2029 World Congress, and no other World Congresses or Executive Committee meeting after that.

2. President

The President shall serve as Chairperson of the Executive Committee and of the Administrative Council and shall be an ex-officio member of all other Committees of the Federation except the Audit, Constitution and Bylaws, and Nominating Committees. The President, when possible, shall attend meetings of the Federation's Continental Associations. The President shall exercise the usual authority and assume the responsibilities of the president of a scientific society. The President shall designate which members of the Constitution and Bylaws shall be chairperson. The President shall appoint a Parliamentarian and Special (Ad Hoc) Committees, their Chairs, and their members. The President of the Federation, with the approval of the Administrative Council, shall be empowered to fill any vacancy which may arise in the offices of the Federation, the Congress and their committees if not otherwise provided in these Bylaws or the Constitution. The President may invite other members of the Federation than voting members of the Administrative Council to Administrative Council meetings. Presidents who were elected prior to the 2023 World Congress will automatically become Honorary Presidents two (2) years after the end of their presidential term. Presidents of the Federation who are elected to the Presidency beginning with the 2023 World Congress and subsequently will not become Honorary Presidents automatically. The Executive Committee shall vote on their candidacy for Honorary President at the Congress that coincides with the end of their term as Past President. Two-thirds (2/3) majority is needed to secure their appointment as Honorary President.

3) First Vice-President

The First Vice-President shall assist the President in his/her duties and will assume the duties of either the President or President Elect if the President or President Elect is absent, ill, resigns, dies or, for any other reason, is unable to fulfill the duties of the Office. The First Vice-President is expected to attend all Administrative Council meetings and when possible, shall attend all major meetings of the Federation's Continental Associations. The First Vice-President shall be an ex-officio member of all other committees of the Federation, except the Audit, Constitution and Bylaws and Nominating Committees.

4) Second Vice-Presidents

The Second Vice-Presidents are expected to represent and vigorously promote the Federation through the constituent Societies and Associations in their jurisdiction. They should organize or encourage the organization of WFNS courses and other teaching activities in their areas. They should be responsible for the selection of individual members of their societies for inclusion in the world directory and for the assignment of instruments or other devices by the WFNS to individual surgeons. They should be a resource for members and activities of their constituent organizations. They should attend all Administrative Council meetings.

They should provide an up to date account of meetings and other activities in their jurisdiction at least every year to the web master. They should work with the Secretary of the Federation to keep up to date lists of officers of member organizations. They shall report to the President and Administrative Council at each Administrative Council meeting problems and accomplishments of the individual Continental areas they are representing. When possible, they shall accompany the President of the Federation during visits within their jurisdiction.

The Second Vice-Presidents shall be ex-officio members of the Program Committee of the World Congress, helping the scientific program chair develop a program representative of their region.

For the selection of second vice-presidents, one (1) to two (2) names shall be proposed by each one of the five (5) continental organizations to the Nominating Committee, which will

verify the suitability of the nominees. The proposed names will be sent to the Secretary of the Federation who will immediately transmit them to the Chair of the Nominating Committee. . Names can also be proposed by individual voting member societies from the same continent, and as long as there are at least three (3) voting member societies from that continent supporting the candidate. Individual neurosurgeons and affiliate member societies cannot nominate Second Vice Presidential candidates. All nominees need to satisfy additionally the requirements detailed above in **Article V/Section 2, "General Qualifications of Officers"**. The Nominating Committee shall have the final word on eligibility criteria.

The Second Vice-President with the longest service on the Executive Committee shall assume the duties of the First Vice-President if the First Vice-President is absent, ill, resigns, dies or, for any other reason, is unable to fulfill the duties of the office.

5) Secretary

The Secretary shall act as the communications officer for the organization, reminding officers and committee chairs of deadlines for their activity and for the bylaws specification for their work. The Secretary shall assume the usual duties and responsibilities of a secretary of a scientific society and shall confine attention to those matters particularly related to the Federation. He or she should be responsible for the ongoing records of the society. The Secretary shall be ex-officio member of all committees of the Federation except the Audit, Constitution and Bylaws, and Nominating Committees.

6) Assistant-Secretary

The Assistant Secretary shall assist the Secretary in the execution of the Secretary's duties, as the Secretary shall direct. This normally includes taking and distributing minutes of the Administrative Council and Executive Committee meetings. The assistant secretary should be proficient in written and spoken English, the official language of the Federation and the World Congress. The Assistant Secretary shall assume the duties of the Secretary if the Secretary is absent or, for any other reason, is unable to fulfill the duties of the office. The Assistant Secretary shall be an ex-officio member of the Finance Committee and the Membership Committee.

7) Treasurer

The Treasurer shall assume the duties and responsibilities common to this office and shall be an ex-officio member of the Finance and Publications and Web Committee. The treasurer shall chair the Finance Committee.

The Treasurer shall accept all dues and other moneys received by the Federation and shall deposit them in a suitable bank. The Treasurer shall expend the funds of the Federation in accordance with the policies and budget approved by the Administrative Council and the Executive Committee. At the discretion of the Executive Committee, more than one signature may be required on bank checks and all other documents.

The Treasurer shall provide to the Administrative Council an operating statement and balance sheet at intervals of no longer than twelve (12) months, and preferably at intervals of six (6) months or more frequently when there is greater financial activity, such as that which precedes and follows a Congress. An interim budget and balance sheet should be presented at each meeting of the Executive committee. A comprehensive budget should be prepared two and one half (2 ½) years before each World Congress.

The Treasurer shall supply to the Audit Committee copies of treasury records prior to the meeting of the Congress. A report of the Audit Committee shall be presented to the Executive Committee during its meetings at the time of the Congress.

8) Assistant-Treasurer

The Assistant Treasurer shall assist the Treasurer in fulfilling the Treasurer's duties, as the Treasurer shall direct. He or she will be responsible for creating an annual operating budget and chart performance relative to it.

The Assistant Treasurer, when appropriately directed, shall be authorized to sign bank checks and all other documents associated with the duties of the Treasurer.

The Assistant Treasurer shall be an ex-officio member of the Finance Committee and the Membership Committee.

The Assistant Treasurer shall assume the duties of the Treasurer if the Treasurer, for any reason, is unable to fulfill the duties of the office.

9) Historian

The Historian shall be elected by the Executive Committee for a term of two (2) years and may be re-elected a maximum of two (2) consecutive terms (four (4) years total), and no other subsequent term, is allowed.

The Historian shall keep the archives of the Federation in a safe place and shall provide an historical account of the Federation and Congresses from time to time or, at least, prior to the conclusion of the term of office.

10) The Immediate Past-President

The Immediate Past President shall serve on the Administrative Council for a term of two (2) years.

11) President-Elect

The President-Elect shall be vetted by the Nominating Committee.

The President-Elect shall be elected by the Executive Committee and shall serve in that role immediately upon election for two (2) years, and then assume the role of President of the Federation at the close of the following World Congress. He/she will then serve as President for a two (2) year term and then preside over the World Congress that coincides with the end of his/her term as President.

The President Elect cannot, by virtue of location of neurosurgical practice or nationality, be from the same country where the World Congress on which he/she will preside as President will take place. Voting for the World Congress venue must therefore precede the voting for the President-Elect, in order to disqualify candidates from the same country as the elected venue.

The President-Elect shall serve on the Administrative Council and shall be an ex-officio member of all the Committees of the Federation with the exception of the Audit, Constitution and Bylaws, and Nominating Committees.

C. Officers of the Congress

All Congress officers shall be active members of a society of the host country or area in which the Congress is to be held. The host country or area shall select their own slate of suggested Congress officers any time after the selection of the site of the Congress. The host country shall notify the Federation Secretary of the proposed slate, at least twelve (12) months before the next preceding Congress so that it will be included and circulated by the Federation Secretary together with the slate of Federation officers to be voted in. They shall be elected by the Executive Committee. The President and Treasurer of the Congress shall be voting members of the Executive Committee until replaced by a successor at the close of their Congress.

Congress officers shall serve in office from the date of their election by the Executive Committee until the close of that Congress and thereafter until all the affairs of that Congress have been concluded and all the financial matters settled.

1) President of the Congress

The President of the Congress shall be an ex-officio member of all committees of the Congress, including the Program Committee and the Finance Committee, and shall be a member of the Administrative Council of the Federation. The President of the Congress shall exercise the usual duties and responsibilities of a President of a scientific society but shall confine attention to those matters related specifically to the Congress. The President of the Congress shall appoint Special (Ad Hoc) committees of the Congress as necessary to carry out its functions. Two years following the end of her/his World Congress, and during the next World Congress, the President of the Congress will be presented for election by the Executive Committee to the status of Honorary President with a two-thirds (2/3) majority needed. This will apply to the President of the World Congress who is elected during the 2023 World Congress and to every President of the World Congress thereafter. This shall not apply to previously elected Presidents of World Congress, who become/had become Honorary Presidents automatically.

2) Vice-President of the Congress

The Vice-President of the Congress shall be an ex-officio member of the Local Arrangements Committee and Program Committee of the Congress. The Vice President will be Chairperson of the Local Arrangements Committee and Vice-Chairperson of the Program Committee.

The Vice-President shall assume the duties of the President of the Congress if the President is absent or, for any other reason, is unable to fulfill the duties of the office.

3) Second Vice-President of the Congress

The Second Vice-President of the Congress will assist the Vice-President in the execution of his duties, as the Vice-President shall direct. The Second Vice-President shall assume the duties of the Vice-President if the Vice-President is absent or, for any other reason is unable to fulfill the duties of the office.

The Second Vice-President of the Congress will be an ex-officio member of the Program Committee and the Local Arrangements Committee.

4) Honorary Vice-Presidents of the Congress

At least two (2) years prior to each Congress, each member society may select one (1) of its delegates as its Congress Honorary Vice-President. Usually this would be its delegate with the longest service on the Executive Committee. The Secretary of the Federation shall be notified in writing by each society.

Honorary Vice-Presidents shall represent their society during the Congress events as their society recommends and on invitation or request from the Presidents of the Federation or of the Congress.

5) Secretary of the Congress

The Secretary of the Congress shall be an ex-officio member of all Congress committees and a member of the Program Committee and the Finance Committee of the Federation. He or she should be responsible for keeping minutes of the program committee and after meeting of the Congress, and submit them to the Secretary of the Federation. The Secretary of the Congress shall exercise the usual duties and assume the responsibilities of a secretary of a scientific society but shall confine attention to those matters specifically related to the Congress. The Secretary shall recommend members for the Local Arrangements Committee for the Congress.

6) Assistant-Secretary of the Congress

The Assistant-Secretary of the Congress shall assist the Secretary in the execution of the Secretary's duties, as the Secretary shall direct. The Assistant-Secretary shall assume the duties of the Secretary if the Secretary is absent or, for any other reason, is unable to fulfill the duties of the office.

The Assistant-Secretary shall be an ex-officio member of the Program Committee.

7) Treasurer of the Congress

The Treasurer of the Congress shall accept all moneys received by the Congress and shall deposit them in an appropriate bank approved by the Administrative Council. The Treasurer of the Congress shall pay out the funds of the Congress in accordance with the budget approved by the Finance Committee of the Federation; all checks issued by the WFNS shall require the approval of the Treasurer of the Federation. The Treasurer of the Congress shall arrange for an early and prompt audit of the books by the Audit Committee of the Federation or, at the request of the Executive Committee, Administrative Council or President of the Federation, provide an outside, independent audit. Unexpended Congress funds as specified in the initial bid shall be returned to the Treasurer of the Federation within four (4) months of the conclusion of that Congress.

With the written agreement, after vote of the Executive Committee or Administrative Council, a specific contingency fund allowance may be provided for use by that Congress organizing committee.

8) Assistant-Treasurer of the Congress

The Assistant-Treasurer shall assist the Treasurer in the execution of the Treasurer's duties, as the Treasurer shall direct. The Assistant-Treasurer shall assume the duties of the Treasurer if the Treasurer is absent or, for any other reason, is unable to fulfill the duties of the office.

9) Scientific Program Director

The Scientific Program Director shall be the Chairperson of the Program Committee.

10) President of Hosting Association

This is the President of the Hosting Association who is in office at the time of the Congress.

11) Vice President or Secretary of Hosting Association

This is the Vice President or the Secretary of the Hosting Association who are in office at the time of the Congress.

Section 4 Vacancies

- A. If one or more of the officers of the Federation or of the Congress are unable to continue to fulfill their duties of office, the Federation President, Administrative Council or the Executive Committee may declare that a vacancy exists in that office.
- B.
- 1) In case of such vacancy in the office(s) of the Federation President, First Vice-President, Secretary and/or Treasurer, the office(s) shall be assumed respectively by the Federation First Vice-President, Second Vice-President, Assistant Secretary and/or Assistant Treasurer only when appointed to fill the un-expired term by action of Executive Committee.
 - 2) In similar fashion in the case of vacancies in the offices of the Congress President, Secretary and/or Treasurer, the office(s) shall be assumed respectively by the Congress Vice-President, Assistant Secretary and/or Assistant Treasurer. A vacancy in the office of Congress Vice-President may be filled by action of the Executive Committee.
- C. If a delegate is elected an officer of the Federation or of the Congress, a new delegate shall be chosen by that society.

**ARTICLE VI - COMMITTEES; COMPOSITION, ELECTIONS, APPOINTMENTS,
MEETINGS, TERMS, DUTIES; PARLIAMENTARIAN; WFNS FOUNDATION**

There shall be an Executive Committee, an Administrative Council, Standing, Special, and other Committees of the Federation as listed but not limited to the following:

1. Executive Committee
2. Administrative Council

(Standing Committees)

3. Constitution and Bylaws
4. Program
5. Finance
6. Nominating
7. Membership
8. Local Arrangements for the Congress
9. Publication and Web
10. Audit

(Others)

11. Special (Ad Hoc) Committees

Members of all Standing Committees of the Federation shall be elected for two (2) years. Members of Special (Ad Hoc) Committees shall be appointed for a period of time at the pleasure of the President.

All outgoing Committee Chairpersons shall prepare and deliver to their successor transition information and documents promptly to facilitate the ongoing activities of the Federation and Congress.

When deemed appropriate and/or important, one or more members of a standing or ad hoc committee may be re-elected or reappointed. A maximum of two (2) consecutive terms (four (4) years total), and no other subsequent term, is allowed. In any event, one member of each committee, or its Chairperson, may continue for another two (2) years as an ex-officio member of the new committee to provide understanding and continuity of effort.

Chairpersons of the following Standing Committees (Publication & Web, Constitution & Bylaws, and Audit) may serve a maximum of two (2) immediately successive full terms (four (4) years total). No member may chair more than one (1) committee.

For the purpose of serving on the Nominating Committee or other Standing Committees of the Federation, an individual member of a national or multinational society with membership in more than one continental association may only represent that continental association with which his/her national or multinational organization is officially (politically) aligned as expressed in Article III, Section 1, A, of these Bylaws.

There shall be a Coordinator of Committee Activities of the Federation. The Coordinator of Committee Activities will report directly to the President of the Federation and shall be an ex-officio member of all committees with the exception of the Audit, Constitution and Bylaws and the Nominating Committee. The Coordinator of Activities should attend the Administrative Council meetings. The Coordinator shall be appointed by the President Elect and serve contemporaneously with his term as President.

The President, First Vice-President, Secretary, President Elect and the Coordinator of Committee Activities of the Federation are ex-officio members of all committees except the Audit, Constitution and Bylaws, and Nominating Committees.

Section 1 ***Executive Committee - Composition, Meetings, Duties***

A. Composition (Officers and Delegates, Alternate Delegates, Observers), Terms, Meetings, Duties

1) Delegates

a) The Executive Committee shall be composed of:

All the officers of the Federation
The President and Treasurer of the Congress
All the delegates from each continental, national, regional, and multinational member society, and all the observers from each affiliate member society

b) Each continental, national, regional and multinational member organization shall be represented on the Executive Committee by two (2) delegates

c) Each delegate (or alternate delegate) must be an active neurological surgeon and an active member of the society or organization, which the delegate represents

d) No delegate may represent more than one continental organization or member society. A delegate may not vote both as an officer of the Federation or of the Congress and as a delegate

e) Only officers and delegates shall have the right to a single vote

f) A quorum of the Executive Committee shall be determined by the presence of one-third (1/3) or more of its voting members

In the event that a properly called meeting of the Executive Committee is adjourned because of a lack of a quorum, and only after notice is given at that time, a meeting of the Executive Committee may be reset to take place within the next twenty-four (24) hours at a given time and place, provided that at least twenty (20) members of the Executive Committee, including a quorum (five (5) members) of the Administrative Council are present at the time of the reset meeting. That reset meeting shall be considered a proper meeting of the Executive Committee and those present shall be considered a quorum for conducting business.

2) Alternate Delegates

a) A continental member organization or member society may appoint or elect two (2) alternate delegates.

- b) An alternate delegate may attend all meetings of the Executive Committee, and may vote in meetings of the Executive Committee only if the delegate from the alternate delegate's organization is not voting. An alternate delegate shall serve only for the meetings for which the alternate delegate is elected but may be re-elected or re-appointed for other meetings of the Executive Committee.

3) Observers

Each affiliate member organization shall be represented by one (1) or two (2) observers. Such observers may attend meetings of the Executive Committee and participate in discussions but shall not vote and shall not hold office.

B. Terms

- 1) All delegates, alternate delegates and observers shall be appointed or elected by their respective organizations and societies; their names shall be submitted to the Secretary of the Federation in writing at least two (2) months prior to that meeting of the Executive Committee that is held immediately prior to a Congress.
- 2) Newly elected societies may seat delegates at the Executive Council meeting as soon as they are elected.
- 3) Alternate delegates and observers shall serve terms of office at the pleasure of their parent organizations.

C. Meetings

- 1) The Executive Committee shall meet just prior to each Congress and on at least two (2) occasions during the Congress, and at such other times as the Administrative Council or Executive Committee shall designate. The final meeting of the Executive Committee during the Congress shall be held on the day prior to the last day of the Congress. The Federation Secretary should inform the Executive Committee members of the dates of these meetings at least three months before the meeting and should include minutes of the previous Executive Committee meeting unless previously distributed.
- 2) The Chairpersons of the committees of the Federation and of the Congress shall attend and participate in all meetings of the Executive Committee. Only those Chairpersons who are delegates may vote. Specific Chairpersons may be invited by the President to attend all or part of the meetings of the Administrative Council.
- 3) Individual members from organizations and societies that are members of the Federation may attend meetings of the Executive Committee, of the Administrative Council at the invitation of the President, and/or of the various other committees of the Federation except the Nominating Committee. They may not vote.

D. Duties

The Executive Committee shall:

- 1) Elect all officers of the Federation and of the Congress and all members of standing committees of the Federation except as otherwise provided in these Bylaws. This election is done by nominations from the Administrative Council.
- 2) Determine the place and date of meetings of the next Congress four (4) years in advance,
- 3) Have the power to terminate the membership of a member society, after proper notice and for just cause, after such a recommendation has been made by the Administrative Council to the

Executive Committee and then approved by the Executive Committee by a two-thirds (2/3) vote of the members, present and voting, at a regular meeting. The most usual cause for termination is non-payment of dues, and every attempt should be made to have member societies reminded of their obligation to pay dues before this action is undertaken. This recommendation shall not become effective until confirmed by two-thirds (2/3) vote of the members, present and voting, at the next regular meeting at least one (1) year later,

- 4) Determine the dues to be charged each individual member of the member societies of the Federation with the advice of the Administrative Council. Dues shall be paid to the Federation once a year by each member society for each one of its members. Dues shall be paid in US dollars or its equivalent in currency as determined by the market of Geneva, Switzerland and by decision of the Administrative Council on the advice of the Treasurer of the Federation. (See ART. VI, Sect. 7, B, 3),
- 5) Propose, consider and elect organizations and societies as members or as affiliate members of the Federation,
- 6) Have the power to establish a Secretariat and determine its location and function if the Executive Committee so deems it advisable.

Section 2 **Administrative Council**

A. Composition

The Administrative Council of the Federation shall be composed of the following nine (9) voting members:

- 1) President of the Federation
- 2) First Vice-President of the Federation
- 3) Secretary of the Federation
- 4) Assistant-Secretary of the Federation
- 5) Treasurer of the Federation
- 6) Assistant Treasurer of the Federation
- 7) President of the Congress
- 8) Immediate Past-President of the Federation
- 9) President-Elect

B. Duties

- 1) The Administrative Council shall be responsible for the operational management of the Federation, subject to supervision by the Executive Committee as the governing body of the Federation.. “Blank or Abstain” votes casted by members of the Administrative Council in any voting procedure occurring in any in-person or virtual meeting of the Administrative Council shall not be taken into consideration when determining what the total number of countable votes is. As long as the minimum quorum of 5 members present in-person or virtually – but not necessarily voting - is achieved, the vote shall be carried by a simple majority among the members who cast a countable vote.
- 2) The Administrative Council shall give a report of its actions and recommendations for ratification and/or consideration at the next Executive Committee meeting.
- 3) Appoint the Editors of official journal(s) of the Federation and the Federation website.

- C. The President of the Federation may invite other persons to attend a meeting of the Administrative Council; they may participate in discussion only by invitation from the President. Such a guest shall not vote.

Section 3 **Constitution and Bylaws Committee**

A. Composition

The Constitution and Bylaws Committee shall be composed of five (5) members elected by the Executive Committee. The President shall designate which member shall be the Chairperson of the Committee.

B. Duties

This Committee shall consider all matters relative to the constitution, bylaws, statutes, or other rules or regulations relative to the Federation or the Congress. It shall report to the Executive Committee from time to time, as circumstances require.

Section 4 **Program Committee**

A. Composition

The Program Committee for the World Congress shall include at least the following ex-officio members:

- 1) President of the World Congress
- 2) Scientific Program Director
- 3) Secretary of the Congress
- 4) Assistant-Secretary of the Congress
- 5) Chair of the Publication and Web Committee
- 6) Vice-President of the Congress
- 7) Second Vice-President of the Congress
- 8) Chairpersons of the ad hoc Scientific Committees
- 9) Second Vice-Presidents of the Federation

Other members may be added at the discretion of the scientific program director.

The Scientific Program Director shall be the Chairperson of the Committee and the Vice President of the Congress shall be the vice chairperson.

B. Duties

This Committee shall:

- 1) Choose invited speakers
- 2) Determine the types of presentations—plenary sessions, video seminars, breakfast seminars, etc to be used
- 3) Be responsible for the selection of papers, posters and videos to be presented at the Congress, emphasizing the assignment of adequate time for discussion. .
- 4) Establish a social program
- 5) List all papers, which have been submitted but not selected for presentation as "read by title"

Section 5 **Finance Committee**

A. Composition

The Finance Committee shall be composed of the following ten (10) ex-officio members:

- 1) President of the Federation
- 2) Past-President or President-Elect
- 3) First Vice-President of the Federation
- 4) Secretary of the Federation

- 5) Assistant-Secretary of the Federation
- 6) Treasurer of the Federation
- 7) Assistant-Treasurer of the Federation
- 8) President of the Congress
- 9) Secretary of the Congress
- 10) Treasurer of the Congress

The Treasurer of the Federation shall be the Chairperson of the Committee.

B. Duties

The Finance Committee shall:

- 1) Meet at least annually to review the financial status of the Federation and the Congress.
- 2) Secure any and all additional funds required beyond those afforded by the dues from individual members of the Congress and from the member societies of the Federation
- 3) Receive a meticulous budget of the Congress from the Treasurer of the Congress for approval by the Executive Committee, at least two and one-half years (2-1/2) years before the Congress.
- 4) Instruct the Secretaries and the Treasurers in the expenditure and/or collection of any funds of the Federation for special or unusual purposes not provided for by the Executive Committee.
- 5) Recommend appropriate action to the Executive Committee on any financial matters or issues.

Section 6 ***Nominating Committee***

A. Composition

The Nominating Committee shall be composed of ten (10) members. Nine (9) new members proposed by member societies shall be submitted to the AC, which will thereafter present the nominees to the EC for their approval and election. They may not be re-elected. The tenth member shall be the former Chairperson of the prior Nominating Committee, who may not be re-elected as Chairperson during the second-term of service on the Nominating Committee. The Nominating Committee will meet during the last day of the World Congress and shall elect its Chairperson and Vice-Chairperson. The President, First Vice-President, Secretary, President Elect and the Coordinator of Committee Activities of the Federation are not ex-officio members of the Nominating Committee.

Insofar as is practical and possible, all broad geographical areas, small and large member societies and areas without societal representation shall be somehow considered. If practical, **no** two (2) members of the Nominating Committee shall be the representatives from the same society or citizens of the same country but may be from the same continental area.

There shall be at least two (2) members from each of these broad continental areas:

- 1) Africa,
- 2) Asia and Australasia,
- 3) Europe,
- 4) North America, and
- 5) South and Central America and Mexico

The Nominating Committee shall meet either in conclave or through appropriate long distance electronic/audio/video conferencing methodology, should the members so desire (with a quorum of five members) with enough time to determine the eligibility of candidates in accordance with these Bylaws. This includes:

Four months before the World Congress:

- 1) President-Elect
- 2) First Vice-President
- 3) Second Vice-Presidents
- 4) Secretary and Assistant-Secretary
- 5) Treasurer and Assistant-Treasurer
- 6) Historian
- 7) Members of the Audit Committee
- 8) Members of the Constitution and Bylaws Committee
- 9) Two members of the Publication and Web Committee

Each member of the Nominating Committee shall have the right to one (1) full vote. Absent members may not vote.

The Nominating Committee shall serve for two (2) years, i.e., through the final meeting of the Executive Committee during the next Congress.

B. Duties

- 1) The Nominating Committee shall ensure that all nominees for all officer positions of the Federation and, except where otherwise provided, members of the Standing Committees for the period beginning after the Congress, meet the established criteria of eligibility as per the Constitution and the Bylaws before they are voted on by the Executive Committee. The Nominating Committee will not select official nominees. Nominating Committee members may present themselves as candidates for elective office of the Federation.
- 2) The Secretary of the Federation shall inform the members of the Nominating Committee as to the offices to be filled. The Nominating Committee shall review the slate of Officers of the Congress proposed by the host Country or area, previously ratified by the Administrative Council, and give its final recommendation to the Executive Committee.
- 3) The Chairperson of the Nominating Committee shall attend all meetings of the Executive Committee. In the event the Chairperson of the Nominating Committee is unable to attend, the Vice-Chairperson of the Nominating Committee shall attend.
- 4) The various member societies of the Federation, through their delegates to the Executive Committee, may nominate and submit to the Nominating Committee for its consideration the names of the individuals they would like to have considered for one or another of the offices of the Federation. These suggestions must be submitted by any current, official delegate from any member society, then in good standing, to the Secretary of the Federation in writing, at least six (6) months before the next Congress if they are to be considered. Suggestions from individual neurosurgeons not representing their society will not be considered. Officers may also submit suggestions.

The Secretary will pass on all submitted names to the Nominating Committee.

- 5) The Nominating Committee shall examine the eligibility of each nominee, and once they are deemed eligible, shall contact each prospective nominee and determine the nominee's willingness to serve.

The Nominating Committee shall determine the suitability of all nominees to be voted on and inform the Secretary no later than four (4) months prior to the Congress.

The Secretary shall submit this list of nominees to the members of the Executive Committee at least three (3) months before the Congress.

Eligible nominees for Officer positions in the Federation to be considered and voted on by the Executive Committee, must be registered and present at the World Congress where the vote is taking place. If the World Congress is taking place in a virtual format, the nominees must be participating either in person or virtually to be eligible to be included in the final slate of candidates being voted on. The Administrative Council shall determine in individual cases if there are extenuating circumstances that are valid enough to excuse the absence of a candidate for office, such as illness or other personal circumstance.

The process of “nomination from the floor” is eliminated. In the event that there remain open positions by the specified deadline for nominations, the Administrative Council has the authority to extend the nomination deadline as appropriate until such date when all electable positions have eligible nominees.

Section 7 **Membership Committee for the Federation and for the Congress**

A. Composition

The Administrative Council shall serve as the Membership Committee.

B. Duties

- 2) The Membership Committee shall receive and review all applications from continental, national, regional and multinational organizations for full membership or affiliate membership in the Federation in accordance with Article III Section 2. The Committee shall make its recommendations to the Executive Committee, which shall act thereafter as provided in Article III, Section 2. The Membership Committee shall receive from individual neurologists, or other individuals interested in neurological surgery, applications for individual membership in the World Congress and shall be empowered to elect them to membership and attendance in the Congress upon payment of registration fees as determined by the Executive Committee and as provided in Article IV, Sections 2 and 3.
- 3) Any neurosurgeon in good standing with a member society of the WFNS can receive a certificate for which they will pay a fee to the WFNS to be determined by the AC. They should have a letter from the secretary of their society that confirms their status.
- 4) In the event that a member society is delinquent in paying dues for more than one (1) year, the Treasurer shall notify that society and the Federation Secretary of the delinquency. After a second year of non-payment of dues, that society will be changed to affiliate status unless there are extenuating circumstances as decided by the Administrative Council. Affiliate members shall have the rights described in ART. VI, Sect. 1, A, 3). The society may reapply for full membership at any time.

Section 8 **Local Arrangements Committee for the Congress**

The members of the Local Arrangements Committee for the Congress shall be recommended by the Secretary of the Congress for election by the Executive Committee. The Committee shall be of such size and composition, both as to membership and organization as the Secretary of the Congress shall determine.

The Vice-President of the Congress shall be the Chairperson and the second Vice-President of the Congress the Vice Chairman.

Section 9 **Publication and Web Committee**

A. Composition

The Publication and Web Committee shall be composed of the following members:

- 1) Chair of the Committee (appointed by the President of the Federation)

- 2) President Elect of the Federation (or Past-President until election of a President-Elect)
- 3) 1st Vice-President of the Federation (Deputy Chair)
- 4) President of the Federation (ex officio)
- 5) Secretary of the Federation (ex officio)
- 6) Treasurer of the Federation (ex officio)
- 7) Editor of the official Journal(s) of the Federation (appointed by the President of the Federation)
- 8) Two members elected by the Executive Committee
- 9) WEB Master (designated by the President of the Federation)

B. Function

The Publication and Web Committee shall be the outreach arm of the WFNS for electronic and print media. It shall decide what publications should be created and sponsored by the WFNS, the nature and content of the website, and other issues relevant to print and electronic publication.

Section 10 ***Audit Committee***

A. Composition

The Audit Committee shall be composed of three (3) members elected by the Executive Committee.

The Chair of the Committee will be the nominee who wins the largest number of votes. In the event of a tie for highest number of votes, a single repeat ballot for Chair is cast including only the tied candidates. If the tie is not broken, the WFNS President selects the Chair among the tied candidates.

The President, First Vice-President, Secretary, President-Elect and the Coordinator of Committee Activities of the Federation are not ex-officio members of the Audit Committee.

B. Duties

The duty of the Audit Committee shall be to audit the Federation Treasurer's and the Congress Treasurer's accounts at the close of each fiscal period and after the close of the Congress. The Committee shall report at meetings of the Executive Committee at least bi-annually. It is required as well to arrange an external audit of the Federation and Foundation accounts annually.

Section 11 ***Special (Ad Hoc) Committees.***

The President of the Federation is empowered to appoint such special committees and their chairpersons as the President deems warranted. The term of such committees shall be coincident with the term of the President or shorter; a succeeding President may choose to re-appoint them. The ad hoc Committees shall not have ex-officio members.

Ad Hoc committees include Scientific Committees to represent particular subspecialties such as pediatric, cerebrovascular, tumor, functional neurosurgery, and trauma; skull base and spine neurosurgery; committees to address specific issues such as fund-raising and ethics; committees to select neurosurgeons for the Atos Alves de Sousa Award, the Medal of Honor and other committees at the discretion of the president. These committees are expected to help with the continuing education function of the website, to consider organizing courses in their areas of expertise, and to prepare position statements when needed on specific issues. The Chairperson of each ad hoc Committee may deliver a written report at each meeting of the Executive Committee at the direction of the WFNS President, shall help with committee activities such as programs for world congresses. Present committees are listed in the appendices.

Each Chairperson of a Scientific Committee shall be a member of the Program Committee for the World Congress.

The International Society of Pediatric Neurosurgery (ISPN) shall serve as the official ad hoc scientific committee for Pediatric Neurosurgery for the WFNS

Section 12 ***Parliamentarian***

A Parliamentarian shall be appointed by the President of the Federation.

A professional parliamentarian, a delegate, officer, Honorary President, or any member of any one of the member societies of the Federation may serve as Parliamentarian at the pleasure of, and, concurrently with, the President and may be re-appointed

The Parliamentarian shall be knowledgeable in parliamentary matters and shall assist the President in the affairs of the Federation, Congress and their committees.

The Parliamentarian is not, ex officio, a member of the Executive Committee or Administrative Council and may not vote unless already a member of the Executive Committee.

Section 13.

In order to insure complete transparency in all financial transactions involving officers, committee members and any other person or entity representing the WFNS, all monetary exchanges, reimbursements or payments over three hundred US Dollars (USD 300) cannot be made in cash form, and must be made by traceable and auditable check or bank transfer. Additionally, the purpose and process of all financial transactions must be clearly justified and documented.

Section 14

The Foundation

The World Federation of Neurosurgical Societies (WFNS) is the governing body representing neurological surgeons the world over. Since its establishment, the Federation has been involved in a multitude of activities in keeping the neuroscientist community abreast with the most advanced developments in the field.

A: NAME:

As the Foundation is part of the WFNS and since it is related to the WFNS affairs, it shall be known as the WFNS Foundation. All decisions and recommendations made by the WFNS Foundation must be ratified by the WFNS Administrative Council before they are executed.

B: PURPOSE, AIMS AND OBJECTIVES:

- A non-profit organization under the governance of the WFNS
- Promoting continuing education
- Training and implementation of NEUROSURGERY in areas of need
- Supporting neurosurgeons all over the world
- Soliciting, accepting and distributing donations, gifts, grants or contributions in kind and cash from any person(s), associations, societies, companies, authorities or governments, to advance the aims and objectives of the Foundation
- Providing funds for purchasing and donating the necessary equipment for neurosurgical services in need
- Promoting neurosurgical education and research worldwide
- Maintaining the highest standards in ethics and professionalism in neurosurgical practice

C: COMPOSITION:

The administration of the Foundation shall be managed by an Executive Board, which shall be comprised of a Chairman of the Board; the President of WFNS, the Secretary of WFNS, the Treasurer of WFNS and three (3) additional members.

1. **Chairman of the Executive Board and Additional Members**

- The number of members on the Executive Board from the Administrative Council cannot exceed three (3).
- One of the additional three (3) members must be the Chairman of the Education and Training Committee.
- The Chairman and the remaining two (2) additional members will be elected by the Administrative Council of the Federation by simple majority. They will serve for a two (2) year term and can be reelected only once, for a second and consecutive term. Whenever possible, there should be an attempt at selecting fairly the four (4) non-AC members from across the continental spectrum.
- In addition to the Executive Board of the Foundation, there will be an Advisory Board, composed of a maximum of eighteen (18) members. Their exact number will always be even, and half of them will be appointed by the Executive Board of the Foundation and the other half by the Administrative Council of the Federation. Both entities will agree at the beginning of each two (2) year term on the maximum number of advisors for that term. The full listing of the Advisory Board will be made public on the Federation website and any other appropriate mailings, listings and presentations originating from the Foundation. These individuals should be selected on the basis of their potential contributions to the Foundation.

-All members of the Executive Board are subject to the two (2) year term limit, with the possibility of being re-elected only once for a second but consecutive term. All members of the Advisory Board are appointed for a two (2) year term with the possibility of being re-appointed for a maximum of four (4) additional consecutive cycles, and no other cycles, for a total term of service not to exceed ten (10) years.

2. Meetings

The Board meets at least twice a year and authorizes all financial decisions. Minor operational decisions may be delegated for action by the Chairman of the Foundation and be reported post-factum at the next meeting. All decisions are taken by a simple majority vote. The Minutes should be recorded and kept on file by the Secretary of the WFNS (as member of the Executive Board), or other appointed member of the Executive Board, and be available to the members of the Executive Committee of the WFNS, upon request.

3. Financial Manager

At its first meeting, the Board, after election, appoints a Financial Manager whose duties are the management of the daily financial activities of the Foundation. The Financial Manager records and maintains details of financial transactions in a fiscally prudent and transparent manner and reports regularly to the Treasurer and the Board.

D: FINANCIAL ACTIVITIES:

1. **Funding:** All collected donations – in funds and material, are acknowledged on their receipt and reported to the Treasurer and to the offices of the President and Secretary and officially acknowledged again at the meetings of the Board and Administrative Council. Such acknowledgement and its recording, should include an official recognition by the Foundation to the donor. Suitable options for such recognition include the Federation website and the historical archives of the Federation, as determined by the Board and presented to the Administrative Council for approval.

2. Expenditure: All authorized expenses by the Board should be exclusively for the purposes of the Foundation and no exceptions should be made. In principle, the Board should not authorize any non-primary expenses related to a donation except for a 10% overhead charge paid to the WFNS Central office for its administrative help.
3. Accounting: The accounting of the budget of the FOUNDATION, prepared in the fashion of a non-profit organization, should be on a yearly basis and closed at 31 December of each year.
4. Auditing: A suitable accountant, upon appointment by the Administrative Council of the WFNS, should conduct an independent annual audit.
5. Special Donations: Upon request, the Board should consider and formally support donations from a specific source to a specific recipient, if found to be appropriate, if considered to serve the interest of both parties and fulfill the purpose of the FOUNDATION.
6. Excess funds management: Whenever the WFNS account exceeds USD 4 two and a half (2.5) million, that excess will be transferred to the WFNS Foundation account for charitable purposes. This transfer will be annualized.

E. AMENDMENTS AND SPECIAL PROVISIONS:

Specification and clarification of terms and amendments to the Foundation Bylaws shall be made by a two-thirds qualified majority vote of the Executive Committee of the WFNS. All proposed amendments to the Bylaws of the WFNS Foundation shall follow the same rules and regulations as those applicable to the Amendments of the Federation Bylaws (Bylaws – Article VIII- Amendments and Additions – Second Paragraph).

ARTICLE VII - RULES OF ORDER

Section 1 Rules of Order

The meetings of the Executive Committee of the Federation shall be conducted in accordance with the rules of order and the procedures, which commonly govern deliberative bodies. The President (with the advice of a parliamentarian) shall make all rulings on all questions. All cases of question or argument concerning rules of order or procedure that are not specifically stated or covered and written in this Constitution, or in these Bylaws, shall be resolved in accordance with the most recent edition of Robert's Rules of Order Newly Revised.

Section 2 Official Language

The language of the Federation and the Congress shall be English.

ARTICLE VIII - AMENDMENTS AND ADDITIONS

Amendments to and changes of the Constitution of the Federation may be made at any meeting of the Executive Committee on the affirmative vote of three-fourths (3/4) of the members present and voting, provided that written notice of the proposed changes is submitted to all members of the Executive Committee at least two (2) months prior to that meeting. An amendment of the Constitution shall be null and void if not made by notarial instrument.

Amendments to and changes of the Federation Bylaws may be made at any meeting of the Executive Committee on the affirmative vote of two-thirds (2/3) of the members, present and voting, provided that written notice of the proposed changes is submitted to all members of the Executive Committee at least two (2) months prior to that meeting. The member proposing the amendments shall be responsible for providing copies written in English of the proposed changes in the Constitution or Bylaws to each member of the Executive Committee.

ARTICLE IX - APPENDIX

There may be an APPENDIX to these Bylaws, which may contain additional details and rules for other activities, functions of committees and subcommittees, additional operational procedures, explanations, glossary, definitions of terms, and information. All such rules and procedures shall be in general conformity with the Constitution and Bylaws of the Federation. All the contents of the Appendix shall be approved by the Executive Committee and any changes of the Appendix may be made by a simple majority vote of members of the Executive Committee, present and voting, at any meeting of the Executive Committee without prior notice.

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APPENDIX

1. Medal of Honor Award

For outstanding achievement in neurological surgery, scientifically and professionally, the Federation may award a Medal of Honor to neurological surgeons. These individuals may or may not have served the Federation in any official capacity. Up to four medals of honor may be conferred at a World Congress. A special committee will be designated “The Past President Awards Committee” chaired by the Immediate Past President of the Federation. The President of the Federation will Select four Honorary Presidents or other respected Neurological Surgeons to serve on the committee in addition to the Immediate Past President. The committee will receive nominations from any Executive Committee member. The Past President Awards Committee will select up to four award recipients no later than six (6) months before the World Congress. A Medal of Honor recipient is entitled to payment of one coach airfare to the meeting, lodging at the headquarters hotel for the days of the meeting, free registration and social events, the medal and a written laudation. Honorary Presidents are not entitled to be awarded the Medal of Honor. Similarly, Medal of Honor recipients are not eligible to be elected Honorary Presidents of the Federation.

2. Scoville Award

- a) Overall Aim: To recognize a neurosurgeon whose work has been instrumental in advancing the art and science of neurosurgery.
- b) Methods: The President of the Federation will select the chair of Scoville Award Committee no later than twelve (12) months before the next World Congress. The committee will consist of the chair of the committee, the first Vice president of the Federation, and the five Second Vice Presidents of the Federation. Each second Vice-President of the World Federation of Neurosurgical Societies may nominate up to three candidates for the Scoville Award. Such nominations will be based on the recommendations of the continental societies they represent. Each Vice-President will be requested by the Chair of the Scoville Award Committee to provide documentation of the candidate's achievements, one-page curriculum vitae, and a ranking of candidates. The final selection of the winner will be made by polling between the Committee members no later than six months before the World Congress. The selection process will be confidential. A maximum of one neurosurgeon will receive the Scoville Award each Congress.
- c) Award: The officers of the WFNS will be notified of the recipient. The recipient will be invited to the Congress and receive a Steuben glass bowl, suitably inscribed, together with a monetary award of US\$ 5,000. The award will be presented during the Opening Ceremony of the Congress.

Note: The William Beecher Scoville Award created in his memory by his family and awarded for the first time in 1993. Dr. Scoville was an inventive neurosurgeon who was well known for having developed the aneurysm clip that bears his name, as well as for his innovations in such areas as the surgery of seizure disorders and cervical disc diseases.

Dr Scoville was a world traveler and enthusiastic supporter of the WFNS. Not surprisingly, the criteria for the selection of awardees are that the individual has notably advanced the art and science of neurosurgery and has contributed to global communications among neurosurgeons, preferably through the WFNS.

The first award was presented to Dr. Henk Verbiest in Acapulco in 1993, to Dr. Patrick Kelly in Amsterdam in 1997, to Dr. Michael L.J. Apuzzo in Sydney in 2001, and to Dr. Robert Spetzler in 2009 in Boston.

3. Madjid Samii Medal of Honor Award

The WFNS in collaboration with Aesculap has established the MADJID SAMII MEDAL OF HONOR in the name of Professor Madjid Samii, Past-President of the WFNS, to recognize a distinguished

internationally renowned neurosurgeon of exceptional technical talent for a lifetime of achievement. The awardee should be recognized as a “master surgeon” defined as a surgeon, practitioner, healer and teacher of the highest level of neurosurgical skill, empathy and surgical record.

Nominations for the award should be submitted by each Second Vice-President of the WFNS on behalf of their continental organizations who may offer up to three (3) names each. Nominations should consist of a written narrative (max- 2,000 words) justifying the nomination and a one (1) page (no smaller than eleven (11) font, single spaced) CV of the proposed candidate. Nominations may be submitted ranked or random. Nominations should be tendered to the Administrative Council no later than ~~twelve~~ ~~12~~ ~~nine~~ (9) months before the next Congress of the WFNS. Nominations may also be tendered by the Administrative Council. Honorary Presidents are not entitled to be awarded the Medal of Honor. The selection of the awardee will be determined by a simple majority in a confidential ballot of the AC within three (3) months of receipt of the nominations.

The awardee will be invited to the Congress of the WFNS to receive the award which will be presented on the first day of the Congress.

The awardee will receive:

- 1) A specially created memento.
- 2) Travel allowance in the amount of up to \$5,000.00 toward the purchase of a RT coach air fare from his country to the city of the WFNS Congress.
- 3) Complimentary registration, standard room lodging (for the duration of the Congress) at the HQ hotel and invitations to the social events.
- 4) A written laudation in the program book of Congress and read by the President.

The awardee will deliver a lecture (up to 30 mins in duration) at the plenary session of the Congress on a topic of his /her choosing. A luncheon following the lecture for a limited number of guests at the discretion of the President of the WFNS.

3. The Atos Alves de Sousa Award

The World Federation of Neurosurgical Societies shall bestow five awards to Young Neurosurgeons for the best papers submitted for presentation at the World Congress of Neurological Surgery. The Atos Alves de Sousa Award will be open to all neurosurgeons who apply within ten (10) years of having obtained their neurosurgical qualifications. It is not intended for residents or students. Each award shall consist of an honorarium of U.S. \$1500, a certificate, and complete waiver of registration fees along with accommodation for the Congress. The papers will be judged by an Ad Hoc Committee of five (5) individuals nominated by the President of the Federation at the beginning of his/her term of Office. The committee will select up to five (5) papers by simple majority vote. The papers should contain original, unpublished work on basic research or clinical studies related to Neurosurgery. Young Neurosurgeons should submit six months ahead of the Congress date, addressed to the Secretary of the WFNS who will forward the papers to the committee. The Secretary of the Federation shall remove identifying information of the authors and their institutions to preserve anonymity and objectivity of the review and voting process. The committee will finalize its decision no later than three months prior to the Congress. The submissions should be accompanied by a supporting letter from the Head of the candidate’s neurosurgical department. The awards (checks and certificates) shall be presented at the Opening Ceremony of the World Congress.

4. Recognition of Service Award

Purpose: To recognize neurosurgeons who have served well the Federation in one or more official roles for a consecutive uninterrupted period of 20 years at least.

Procedure: Candidates for the award must be able to provide documentation of official service to the Federation over a consecutive uninterrupted period of at least twenty (20) years. This documentation must include a chronological listing of service, with dates and positions held. “Official service” refers to a role as WFNS delegate, WFNS committee member or WFNS officer. Candidates must be

proposed by their continental society to the corresponding Second Vice President. Each Second Vice President will verify the eligibility of their respective candidates and submit to the Secretary of the Federation up to three (3) names, no later than twelve (12) months prior to the start of the next World Congress. The Administrative Council will vote within six (6) months of receiving the nominations to select up to one name for each of the 5 continental submissions. The awardees will be informed no later than five (5) months prior to the Congress. The Award will be a plaque or certificate and will be presented to the awardees during the Congress. Awardee registration, travel and lodging expenses will not be covered by the Federation.

6. Code of Conduct Governing the Bidding for Venues of WFNS Meetings

The conduct of the candidate-countries or cities (each, a "**City**") during their bid preparations and the bidding process shall comply with the highest standards of ethical behavior (including integrity, responsibility, reliability and fairness). The City shall refrain from attempting to influence any WFNS member society or affiliated organization, any member(s) of the Administrative Council, any member(s) of a WFNS committee or any individual (voting) delegate to the Executive Committee, in particular by offering any personal financial reward, presents with an aggregate value in excess of USD 100 (or the equivalent thereof) or other benefits for specific behavior or specific vote(s).

In furtherance of the above, the City shall refrain, and shall ensure that each entity or individual associated or affiliated with it shall refrain, from providing to any WFNS member society or affiliated organization, any member(s) of the Administrative Council, any member(s) of a WFNS committee or any individual (voting) delegate to the Executive Committee:

- 1) any monetary gifts;
- 2) any kind of personal advantage that could give the impression of exerting influence, or conflict of interest, either directly or indirectly, in connection with the bidding process (including, in any case, any presents with an aggregate value in excess of USD 100); or
- 3) any other benefit, opportunity, promise, remuneration or services to any of such individuals, in connection with the bidding process.

The City shall provide the WFNS with, and shall present to the Executive Committee, all requested information in a truthful manner at all times.

Sponsors, suppliers and marketing partners of the WFNS, any of its committees and/or any of its (individual) members shall refrain from supporting or promoting the City. A City may not accept any such promotion.

There shall be no visits by any representatives of member societies or Executive Committee (voting) delegates to a City, or by a City representative to any WFNS member society or Executive Committee (voting) member(s). Should a visit by a representative of a member society or Executive Committee (voting) delegate to a City be required, such representative of a member society or Executive Committee (voting) delegate shall inform the WFNS beforehand by electronic mail to each of the President and the Secretary of the Administrative Council. The City may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular travel and accommodation.

The host City election by the Executive Committee and the procedure leading up thereto, including compliance with this Code of Conduct and with the Protocol for Selection and Voting of the Venue of the World Congress, is supervised by the Administrative Council.

Each City shall respect the other Cities, the WFNS, its committees and its (individual) members. The image of rival Cities will not be tarnished. No agreement between Cities to influence the result is permitted.

Questions concerning the interpretation of this Code of Conduct or the Protocol for Selection and Voting of the Venue of the World Congress shall be addressed to the Secretary of the WFNS. Appropriate measures, including potential disqualification, may be taken in the event of any breach of this Code of Conduct or of the Protocol for Selection and Voting of the Venue of the World

Congress.

7. Protocol for Selection and Voting of the Venue of the World Congress

(Adopted at the Interim Meeting, Berlin 1995)

a) **Procedure for putting forth bids to host the World Congress**

Bids for hosting the World Congress of Neurological Surgery (WCNS) will be decided upon four (4) years in advance at a Congress.

A complete proposal must be received at the Office of the Secretary of the Federation with copies to the Office of the President and to the WFNS Central Office in Nyon (Switzerland) no later than one (1) year in advance of the beginning of the Congress at which it will be voted. Bids received will be reviewed by the Administrative Council, and when found to be in order, the Society presenting the bid will be asked to circulate one or more copies to each of the Members of the Executive Committee not later than six (6) months prior to the date of the Executive Committee held during the Congress, at which the bids will be voted.

The proposal for the bid should contain the following:

I. OFFICIAL INVITATION:

- a) Letter of invitation from the President of the Society proposing to host the meeting.

II. OUTLINE OF PROPOSAL:

- a) Neurological Surgery activities in the Society bidding for the Event.
- b) Scientific and organizational essentials.
- c) Entrance into the country visa requirements, etc) accessibility and local transport.
- d) Description of Congress facilities.
- e) Hotel and lodging facilities.
- f) Recreation and cultural activities.
- g) Reasons why the Society bidding for the Event is a logical choice.

It is also necessary and mandatory that the bidding Society provides the WFNS with all the information possible regarding the local currency and tax regulations, as well as those regulations controlling the transfer of funds to and from the country.

III. OFFICIAL GUARANTEE:

- a) An Official Certificate signed by an authorized Governmental Agency stating that non-expended funds would be allowed to be transferred to the current bank of the WFNS in Geneva within three (3) to six (6) months from the end of the Event is a non-waived condition to accept the bid.
- b) Guaranteed Money: Suggested Minimum Guarantee Money:
World Congress: \$ 250,000.

b) **Procedure:**

Potential host Countries bidding for the venue of the World Congress should be given a reasonably equal time to formally present their bid-invitation to the Executive Committee (EC), once the item comes up on the agenda. The order of presentation is at the pleasure of the Chair or preferably alphabetically by Country. A short and equal period of questioning and clarification, when possible, should be permitted after each individual presentation. Special modifications to the conduct of the election are allowed to accommodate a virtual (not in-person) election, if it became necessary, and as organized by the Administrative Council.

After all the presentations/invitations have been made, the Chair, if possible, shall declare a recess so that informal conversation and contacts can be made between voting members. Following the recess, voting shall commence by electronic, real time, verifiable ballot. If the election is taking

place in a virtual format, the voting may not necessarily occur in real time, and may be conducted through email or other electronic platforms, as long as the details of the procedure have been thoroughly vetted to the satisfaction of the Administrative Council. The electronic voting shall be fair, secure, verifiable and auditable. A majority (half plus one (1/2+1)) of the ballots cast by Members present and voting is required to elect the host Country.

In the presence of more than two candidate countries, following the first ballot, all but the (2) two countries with the highest number of votes will be eliminated. A second ballot shall be conducted to determine the winner between these two countries.

c) Criteria for Site Selection of the World Congress

- I. Geopolitical Representation (the President-Elect of the WFNS may not be from the same country where the Congress on which he/she will preside as President will take place).
- II. Facilities and Accommodation:
 - a) Ease of access, including visa requirements.
 - b) Meeting room requirements
 - c) Low-cost accommodation for trainees
 - d) Currency issues
 - e) Transportation to and within city
 - f) time of meeting - lack of conflicts with other meetings or important religious holidays
- III. Financial Considerations:
 - a) Guaranteed return to WFNS
 - b) Anticipated budget
 - c) Registration fee
- IV. Deadline for bidding
The deadline for bidding to host the WFNS World Congress is one year before the beginning of the Congress at which the decision will take place.

d) In the event of cancellation:

In exceptional circumstances, if a World Congress is cancelled, the organizers of the proposal, which in bidding received the second highest number of votes, shall be offered the right of first refusal to host that Congress.

7. Protocol for Voting for the President-Elect

The election of the President-Elect must take place after the voting for the Congress Venue if any of the candidates for President-Elect is/are of the same nationality as or practice/s neurosurgery in any of the candidate countries for Congress Venue. Once the identity of the country who won the bid to host the World Congress is known, any candidates for President-Elect related to that country through nationality or location of neurosurgical practice will be immediately disqualified and his/her name will not be considered during the subsequent vote for President-Elect.

Prior to voting for eligible President-Elect candidates, the candidates should be allotted equal time to orally present their candidacy to the Executive Committee (EC). The order of presentation is determined by lottery. Candidates not presenting shall leave the room during the other presentations. A shorter, equal time for questions should be permitted after each individual presentation; unused time shall not be allocated to another candidate. The WFNS Secretary shall organize and referee the Questions/Answers session on a first come first served basis. After all the candidate presentations have been made, the Chair shall instruct the constituents on the voting procedure, declare the voting process open, and voting shall then begin. When the election is being conducted in real time and in-person, voting shall be by electronic, real time, verifiable ballot.-If the election is taking place in a virtual format, the voting may not necessarily occur in real time, and may be conducted through email or other electronic

platforms, as long as the details of the procedure have been thoroughly vetted to the satisfaction of the Administrative Council. The electronic virtual voting shall be fair, secure, verifiable and auditable.

A majority (half plus one ($1/2 + 1$)) of the ballots cast by Members participating and voting is required to elect the President-Elect. In the presence of more than two candidates for election, following the first ballot, all but the two (2) candidates with the highest number of votes will be eliminated. A second ballot shall be conducted to determine the winner between these two candidates.

8. Membership Status

Between printed editions of the Bylaws, changes in full or affiliate membership status shall be included in the Appendix as an Addendum.

The Secretary shall notify the Constitution and Bylaws Committee Chairperson of any changes in membership status of new or old member societies.

9. Foundation-USA of the World Federation of Neurosurgical Societies

There is a Foundation-USA of the Federation (Art. II, Sect. 3).

This Foundation will be incorporated in the USA under the name of World Federation of Neurosurgical Societies Foundation-USA (called from here on "Foundation-USA") being a support organization of the WFNS Foundation. According to US legislation, the Officers of the Foundation-USA must be US Citizens. The Officers of the Foundation-USA will be President, Secretary and Treasurer. They will be elected from the Foundation-USA Board of Directors and serve for four (4) years in staggered terms.

All the recommendations made by the WFNS Foundation-USA should be ratified by the Administrative Council before being implemented.

10. Criteria for Selection of Appointed Committee Chairs

1. Internationally recognized neurosurgical expertise based on peer reviewed activities.
2. Genuine and demonstrated interest in International Neurosurgery
3. The ability and wherewithal to travel and participate in WFNS activities
4. The submission of a yearly report to the annual meeting of the Administrative Council

Note: Being a Committee Chairman should not be only an honor but also a duty, a matter of responsibility and dedication to the WFNS.

11. Standing Committee Chairpersons

- A. The Chairpersons of each of the following Committees are designated by the President amongst the elected committee members:

Constitution and Bylaws
Audit

- B. The Chairpersons of each of the following Committees are chosen by virtue of their office (ex- officio):

Program
Finance
Membership
Local Arrangements for the Congress
Editorial and Federation News

- C. The Nominating Committee shall elect its Chairperson and Vice-Chairperson.

- D. The Chairpersons of the Special (Ad Hoc) Committees are appointed by the President.

12. How Committees are created

The following Committees are:

- A. Fully Ex-officio:

Program
Finance
Membership

- C. Fully Elected:

Constitution and Bylaws
Nominating
Audit

- C. In part Ex-officio and in part Elected:

Local Arrangements for the Congress
Publication and Web

D. By Presidential Appointment:

Special (Ad Hoc)

13. List of Ad Hoc Committees

- a. Pediatric Neurosurgery
The International Society of Pediatric Neurosurgery (ISPN) shall serve as the Pediatric Ad Hoc Committee of the WFNS. All ISPN educational courses will be co-branded with the WFNS excluding the ISPN annual meeting. Profits from such courses shall be shared equally with the WFNS after expenses are accounted for. Financial loss related to these joint courses shall be borne by the ISPN alone, however.
- b. Stereotactic and Functional Neurosurgery
- c. Neurotraumatology
- d. Neuro-oncology
- e. Skull-base surgery
- f. Spine
- g. Peripheral Nerve Surgery
- h. Neurovascular/Cerebrovascular
- i. Neuro-rehabilitation
- j. Atos Alves de Sousa Award
- k. Medals of Honor
- l. Honorary Presidents
- m. Education & Training
- n. Materials, Drugs and Devices
- o. William Scoville Award.
- p. Radiosurgery
- q. Liaison Committee of WFNS/WHO
- r. Young Neurosurgeons Forum
- s. Women in Neurosurgery
- t. Fund-raising
- u. Hydrocephalus and CSF Disorders
- v. Military Neurosurgeons
- w. Ethics & Medico-Legal
- x. International Initiative

14. Attendance at the Administrative Council Meeting:

Customary attendance at the administrative council meeting includes:

The nine (9) officers of the Administrative Council
 The Historian
 The five (5) second Vice Presidents of the WFNS
 The Chairmen of the Standing Committees, Chair of the Publications and Web Committee, and Chair of the Constitution and Bylaws.

Only the nine (9) native members of the Administrative Council are entitled to vote.

15. GUIDELINES FOR WFNS COMMITTEES

- The Chairperson and 1 or 2 Vice-Chairpersons of the Special (Ad-Hoc) Committees are nominated by the WFNS President.

- Each Chairperson of a Committee could propose being assisted by an « expert advisory panel of 3 to 6 members, nominated by the WFNS President.
- Members of each Special (Ad-Hoc) Committee are appointed by the WFNS President who takes into consideration any suggestions from the Chairperson of the Committee concerned.
- A geographical and scientific balance is taken into account when nominating members for each Committee.
- With respect to the Education & Training Committee specifically, the President of the Federation will select five (5) appointees, one from each Continental area, to serve collectively as the steering group for all the functions of the Committee. The President will further select one (1) appointee from among this group to be the Chair of the Committee, ultimately responsible for leadership and proper functioning of the Committee, as well as the periodic preparation of its Reports.
- There is no necessity for the post of Secretary, Treasurer and/or Honorary Chairman in a WFNS Committee.
- Each Committee should run its activities at its own expense and take care of its own administration.
- Any donations from individuals and/or corporations should be incorporated into the Main Account of the WFNS.
- Each Committee should organize a Course or Workshop in its area of expertise, at least once in the two-year term of office of the Presidency, with the use of the WFNS logo (Not in competition with the courses proposed by the Education and Training Committee). More frequent courses would also be welcome.
- All unexpended funds resulting from the holding of a WFNS Course should be returned to the Main Account of the WFNS. Half of the assets shall be incorporated to the WFNS main account and the other half shall be kept as a special fund of the committee to be used when organizing future courses.
- Each Committee should participate in the creation of a Website learning module corresponding to its specialty.
- Each Committee should select at least one condition commonly treated in their field and develop a guideline for its management to be published in the official journal(s) of the Federation.
- Each year, at the end of December, the Chairperson of the Committee should send an annual report by email to the Coordinator of Committee Activities and to the WFNS Secretary, with a copy to the Central Office. This report should describe the activities of the Committee during the year and new developments in the field, etc.
- A Meeting of Committee Chairs is organized at least once a year at a meeting of one of the continental organizations of WFNS.
- All outgoing Committee Chairpersons shall prepare and deliver to their successor, transition information and documents, promptly, to facilitate the ongoing activities of the Federation and Congress.
- Being a Committee Chairman should not be only an honor but also a duty, a matter of responsibility and a dedication to the WFNS.

16. WFNS GUIDELINES FOR NEUROSURGICAL RESIDENT EDUCATION AND GRADUATE TRAINING PROGRAMS FROM THE WFNS EDUCATION COMMITTEE

I). Guidelines for Resident Education

1. A minimum of five (5) years of total neurosurgical experience, at least three (3) of which would be spent in clinical neurosurgery
 - A. In a training site approved by a national neurosurgical organization or an approving organization, which must be a representative, body of the national neurosurgical organization
 - B. Surgical experience should enable the graduate student neurosurgeon to assume progressive independence in judgment and surgical experience.
2. A useful knowledge of neurology, neuropathology and neuroradiology and other associated clinical neurosciences should be obtained (approximately one (1) year).
 - A. Suggested 3 months of neurology and 3 months of neuropathology independently
 - B. Education may run concurrently with neurosurgical experience; however, total length of training including other basic and clinical neurosciences should be sixty (60) month
 - C. Neurology, neuropathology, neuroradiology and other clinical neuroscience education should be approved by the national organization or its representative body.
3. An understanding of the basic neurological sciences, including neuroanatomy, neurophysiology, neuropharmacology and neurobiochemistry (six (6) months minimum)
 - A. Independent studies in these basic sciences, preferably at a medical school or at an approved training site by the national organization or its representative body.
4. Standard national evaluation - oral and/or written - of the neurosurgical graduate student's knowledge should be conducted at least once before completion of the training program, preferably yearly.
 - A. The national neurosurgical organization or its representative body will develop examination standards.
 - B. A passing grade is required for the graduate neurosurgical student to be certified by the national neurosurgical organization or its representative body as a neurosurgeon qualified to practice neurosurgery.
5. Continued postgraduate education is necessary and required for all neurosurgeons.

- A. Guidelines for this should be developed by the national neurosurgical organization or its representative body.

II). **Guidelines for Training Program**

1. Training program should be located in an institution with other appropriate supporting specialties such as medicine, surgery, pediatrics, obstetrics-gynecology, neurology, ophthalmology, radiology, otolaryngology, anesthesiology, and pathology.
 - A. National neurosurgical organization or representative body should approve training sites according to established and democratically approved guidelines.
2. Neurosurgical teachers
 - A. Should be approved by the national organization or its representative body
3. Regular approval of a graduate training program in neurosurgery should be performed by the national organization or its representative body.

17. WFNS GUIDELINES FOR THE DEVELOPMENT OF DEPARTMENTS OF NEUROSURGERY

1. Departments should be hospital based with designated neurosurgical beds.
2. Departments should be in an institution with other related disciplines so that appropriate consultative services are available:
 - a). Medicine, Surgery, Pediatrics, Pathology, Radiology, Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Urology, Orthopedics, Anesthesia, Neurology
3. Radiology should have facilities for:
 - a). Angiography
 - b). CT or MRI
4. Department should have access to a Critical Care Unit.
5. Operating Room should be equipped with:
 - a). Operating table
 - b). Unipolar and bipolar coagulating units
 - c). General neurosurgical instruments
 - d). Microsurgical instruments
 - e). Magnification (operating microscope)
 - f). Head holder
6. Nurses trained in neurosurgical nursing on inpatient unit and in operating room.
7. Access to library with current texts and journals for access to literature to provide the best in patient care

8. Neurophysiologic diagnostic equipment:

- a) EEG, EMG, evoked potentials, intracranial pressure monitoring.

18. WFNS GUIDELINES FOR DEVELOPMENT OF NATIONAL NEUROSURGICAL SOCIETIES

1. The purpose of the national neurosurgical organization shall be to ensure the highest quality of neurosurgical teaching, research and clinical practice for the citizens of the country.

- a). The organization shall develop the appropriate rules and procedures to carry out this mission.
 b). The organization shall also have the power to rescind the membership and/or certification of any member for just cause, and with due process, after appropriate measures are taken subject to the regulations in each country.

2. The national neurosurgical organization should:

- a). Have a majority of neurosurgeons in the country as members
 b). Have a democratic governance and election process
 c). Develop standards for neurosurgical training, education and certification in the country
 d). Be actively involved in the political, social, and public health concepts related to the citizens
 e). Develop and sponsor appropriate educational programs for neurosurgeons, other health personnel and for the public

19. THE BASIC RULES TO ORGANIZE A WFNS COURSE

The local National Society of Neurosurgery must be a regular member of the WFNS and be involved in the local organization of the Course. In countries where there is no National Society of Neurosurgery, the neurosurgeons organizing the course should be members of a Regional Society, e.g. ANSA.

The National Society of Neurosurgery proposing to hold a course must request approval, in writing, from the Chairman of the Education Committee.

The Chairman of the Committee is responsible for preparing the scientific content of the programme and inviting the faculty. Six to ten neurosurgeons from outside the country & two to four neurosurgeons from the same country must be invited to the course every year.

Local organizers are supposed to bear all the expenses of the invited faculty member, which includes local travel, accommodation and other miscellaneous expenditures of the course in the city. The "to and from" travel expenditure to the visiting country shall be borne by the invited faculty member himself.

The official language of the WFNS is English, so the lectures should be given in this language. In non-English speaking countries, a good translator is mandatory. Local organizers should provide an appropriate venue, including an auditorium. In order to

obtain an ideal environment for the presentation, necessary infrastructure like screen, projector, audio-visuals, timer, room lighting, window screens and professional IT assistance should be provided.

Local organizers are responsible for the publicity of the Course in the country or region where the Course is being held. Registration fees must be as low as possible. Having sponsors from medical companies, local governments and so forth should help in covering the additional expenditures.

The organizers of any educational course or symposium that is sponsored partially or totally by the Federation, and/or carries the "WFNS" logo in its marketing materials, is responsible to transfer to the Federation twenty percent (20%) of any profit generated from the educational activity²⁰. TRANSITIONAL PROVISIONS - Exceptional time-limited provisions related to the 17th World Congress in Bogota

Section 1.

In view of the global, disruptive and unpredictable events incurred by the COVID-19 Pandemic on all aspects of human and social life during the years 2020 and 2021, including severe restriction on travel and group gatherings, the 17th World Congress cannot take place as previously mandated by these Bylaws. In deviation of several articles and bylaws, the timing and structure of the 17th World Congress and all included and related mandated activities will be modified. In the spirit of global safety and a desire to avoid a cancellation of the Congress, the Administrative Council, with complete support and approval from the Officers of the Congress, has decided to separate the scientific from the non-scientific components of the Congress. The business/reporting/voting functions will take place as previously planned in August/September 2021, but in a virtual electronic format, as permitted by these Bylaws. If circumstances prevent some of the voting activities from taking place electronically, consideration could be given to postponing them as well until March 2022. However, the scientific/educational events of the Congress will be postponed until March 2022.

Section 2.

The following arrangements will need to take place:

A- The Administrative Council will arrange and facilitate the electronic diffusion of the following material to all Member Societies, their officers and delegates, and all members of the Executive Committee, in advance of the August 28, 2021 date, except where otherwise noted:

Pre-recorded material in video and audio format:

In memoriam message honoring deceased colleagues

Reports of the:

- President
- President-Elect
- First Vice President
- Second Vice Presidents
- Past-President: Medals of Honor
- Secretary
- Assistant-Secretary
- Treasurer
- Assistant-Treasurer
- 2023 World Congress President
- Chair, Audit Committee
- Chair, Nominating Committee
- Chair, Education and Training Committee
- Coordinator of Committee activities
- Chair, WFNS Foundation
- Chair, Constitution & Bylaws Committee

3- Speeches (10 mns) by:

- Bidding committees for 2025 Congress Venue (postponed until March 2022)
- 2021-2023 President-Elect candidates

4-Speeches (5 mns) by:

- Candidates for WFNS 2021-2023 Officer positions (except for Honorary Presidents and Historian):
Applicable only if more than one candidate for any given position

In variance from Bylaws, the 2025 World Congress venue election taking place in March 2022 will exceptionally occur less than four (4) years prior to the 2025 World Congress.

B- The Administrative Council will employ the services of a reputable company to plan and implement a reliable and secure electronic voting system to serve the purposes of virtual Executive Committee Meetings, that will take into account comprehensive representation, and global time zone differences, and will utilize email and/or other electronic means to allow expression of votes and opinions by eligible members of the EC. Except where noted otherwise, the following items, and possibly others, will need to be voted on during the August/September 2021 virtual Executive Committee Meetings:

Electronic voting by eligible EC members regarding:

1. Approval of Minutes of the 2019 Executive Committee Meetings

2. Constitutional & Bylaws proposed Amendments:

- A. Only amendments deemed urgent by the AC and C&B Committee
- B. Non-urgent amendments voting will be postponed until March 2022

3. Election of:

- New Member Societies: Full and Affiliate
- 2025 World Congress venue (postponed until March 2022; may need sequential ballots)
- 2021-2023 slate of Officers:
President-Elect (may need sequential ballots)
First Vice-President
Secretary
Assistant-Secretary
Treasurer
Assistant-Treasurer
Second Vice-Presidents
Honorary Presidents
Historian
- 2021-2023 members of Standing Committees:
Nominating
Constitution & Bylaws
Audit
Publications & Web
- 2023 World Congress slate of Officers

The Administrative Council shall have the authority to postpone, if needed, at any time, and with proper justification to the Executive Committee, any and all of the elections listed above until a future date, as long as these elections occur virtually or in person no later than during the March 2022 World Congress. The employed company in charge of the electronic virtual voting process will make available the processes, details and results of the voting to the WFNS Audit Committee for immediate and independent review, to insure the absence of fraudulent voting activity such as voting suppression, duplication or other irregularities. The term of service of the new slate of Federation Officers and all committees will begin immediately after their election has been duly approved by the Audit Committee. Newly elected or appointed individuals will begin to fulfill their duties immediately after that date. In the event that the 17th World Congress and any Executive Committee meeting do take place in-person in Bogota in March 2022, the Administrative Council and the Congress organizers must provide a virtual platform and a convenient mechanism during or prior to the Congress that allows secure, verifiable and non-exclusive participation of all eligible EC members unable to participate in person to vote on issues to be presented during the Executive Committee meetings. A secure virtual voting mechanism (through email or other avenues) shall be put in place, in addition to the in-person voting procedures, to allow the proper counting of all legal votes that are cast, whether in-

person or virtually. The 2019-2021 Constitution & Bylaws Committee remains responsible for the preparation and presentation of all proposed amendments through the end of the Congress in March 2022.

C- The Scientific portion of the 17th World Congress will be postponed:

The scientific portion of the 17th World Congress, originally scheduled to take place in Bogota on August 29 – September 3, 2021, will be postponed to a date no later than March 31, 2022, regardless of the prevailing conditions. These postponed activities include, but are not limited to lectures, seminars, courses and social events. There will be no further opportunity to hold the 17th World Congress, in any format, beyond that date. The format of the Congress will either be in-person, virtual or a hybrid arrangement. In spite of the date change, the presiding officers of the 17th World Congress will not change and will remain, as previously stipulated, the same individuals serving in the cycle 2019-2021. The slate of Federation Officers whose terms start in September 2021 will preside, as previously stipulated, over the 18th World Congress scheduled to take place in Capetown in 2023. All scheduled educational and social events for the 17th World Congress will take place, preferably, in the traditional in-person format, as long as the prevailing international health and travel conditions related to the COVID-19 pandemic and the recovery process permit it. This determination is the responsibility of the 2019-2021 Administrative Council. In the event that this is not possible, the 2019-2021 Administrative Council, with advice from the Officers of the 17th World Congress, will decide if the format needs to be completely virtual, a hybrid arrangement or if the Congress needs to be permanently cancelled.

Section 3.

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